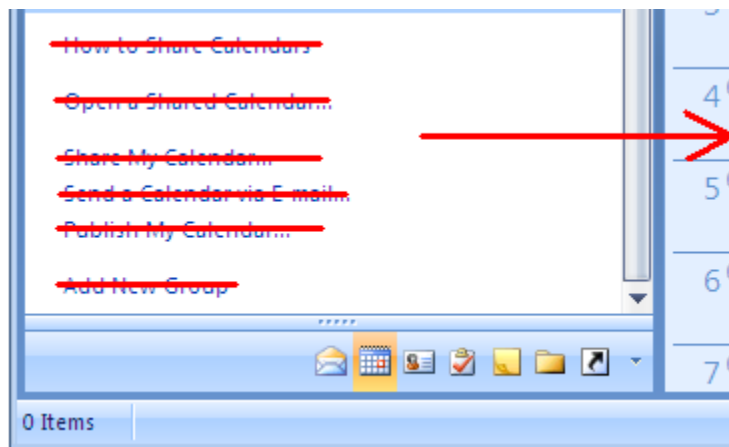
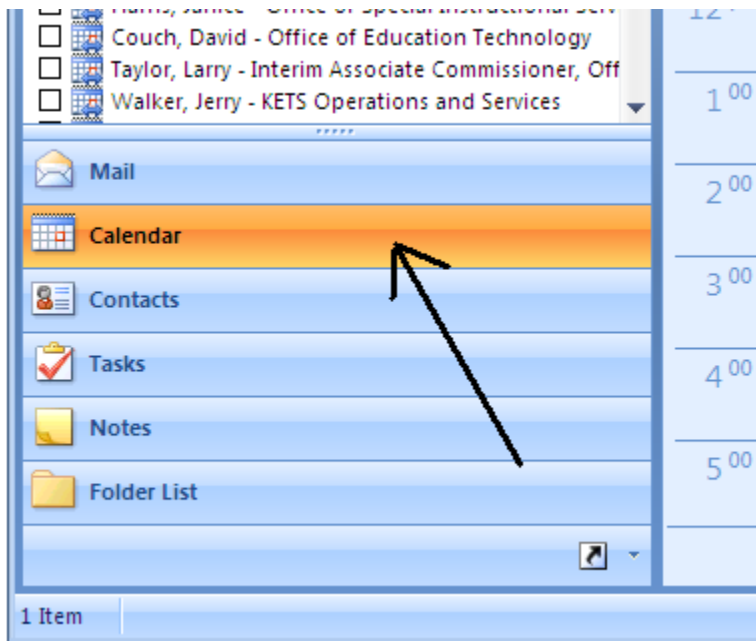


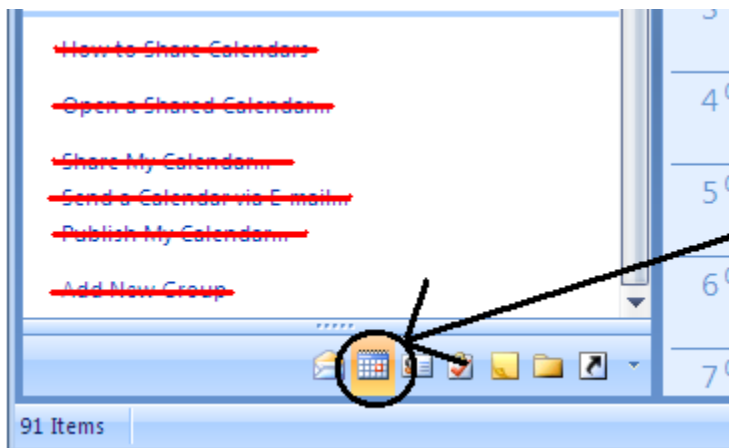
## Sharing your Outlook 2007 Calendar **without Sending Emails**

To share your calendar with all staff members without sending emails to anyone, please follow the instructions below.

1. In the Outlook 2007 **Navigation Pane**, click **Calendar**. (If your list in the pane is expanded, use the first illustration below, if it's not, click the calendar icon at the bottom of the pane.)

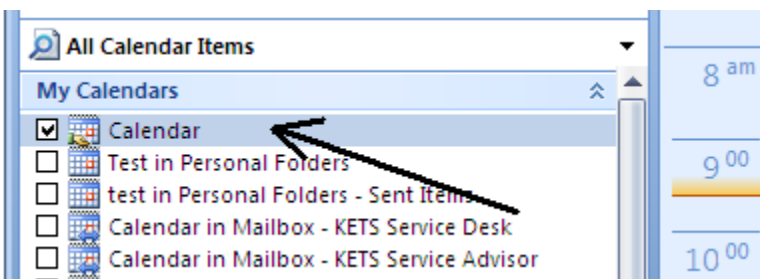


**DO NOT CLICK ANY  
OF THESE LINKS**

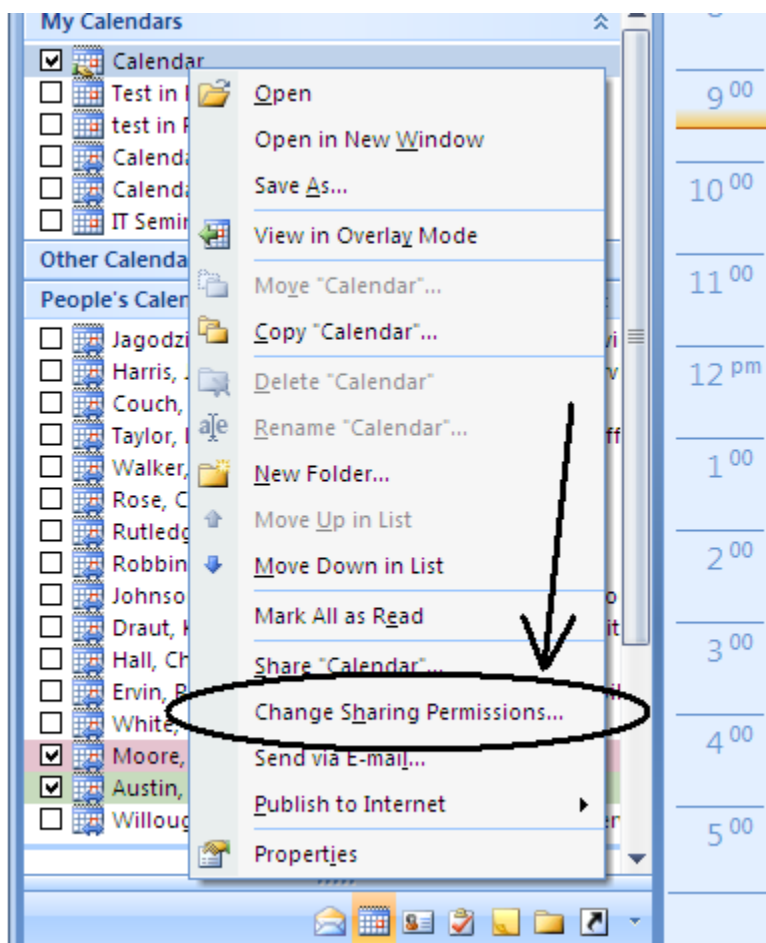


**Click this icon to  
open your Calendar**

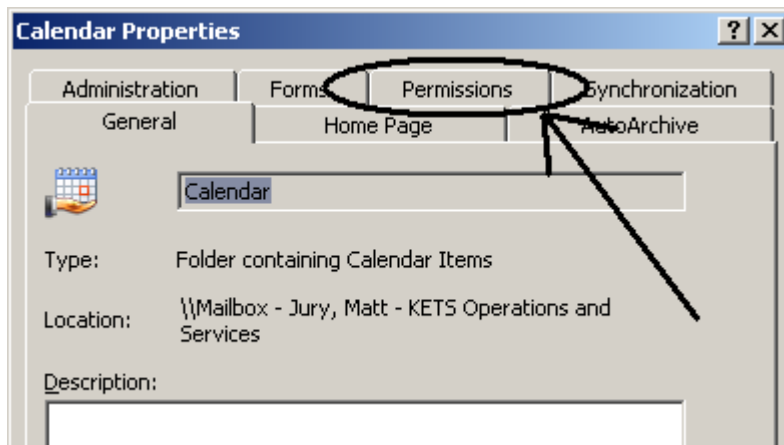
2. Below the heading **My Calendars**, you'll see the entry **Calendar**. That's the entry we'll be working with in the following steps.
3. **Right-click** **Calendar**.



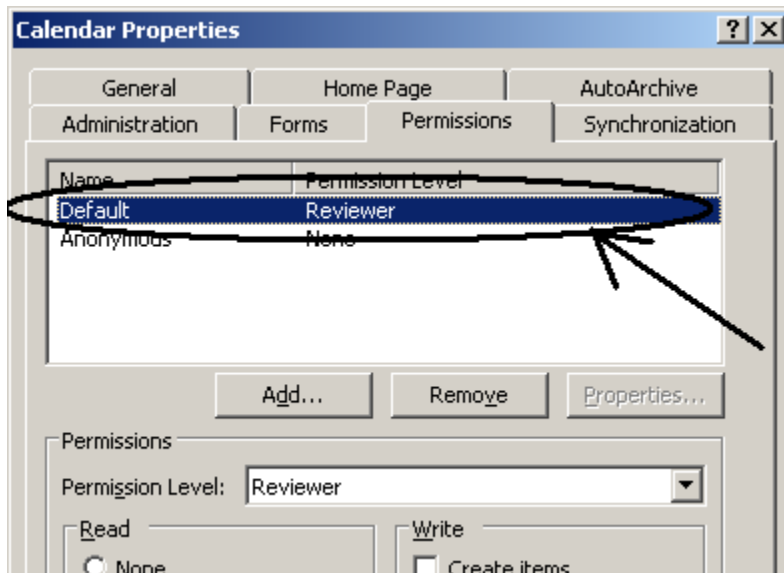
4. From the menu that appears, click **Change Sharing Permissions**.



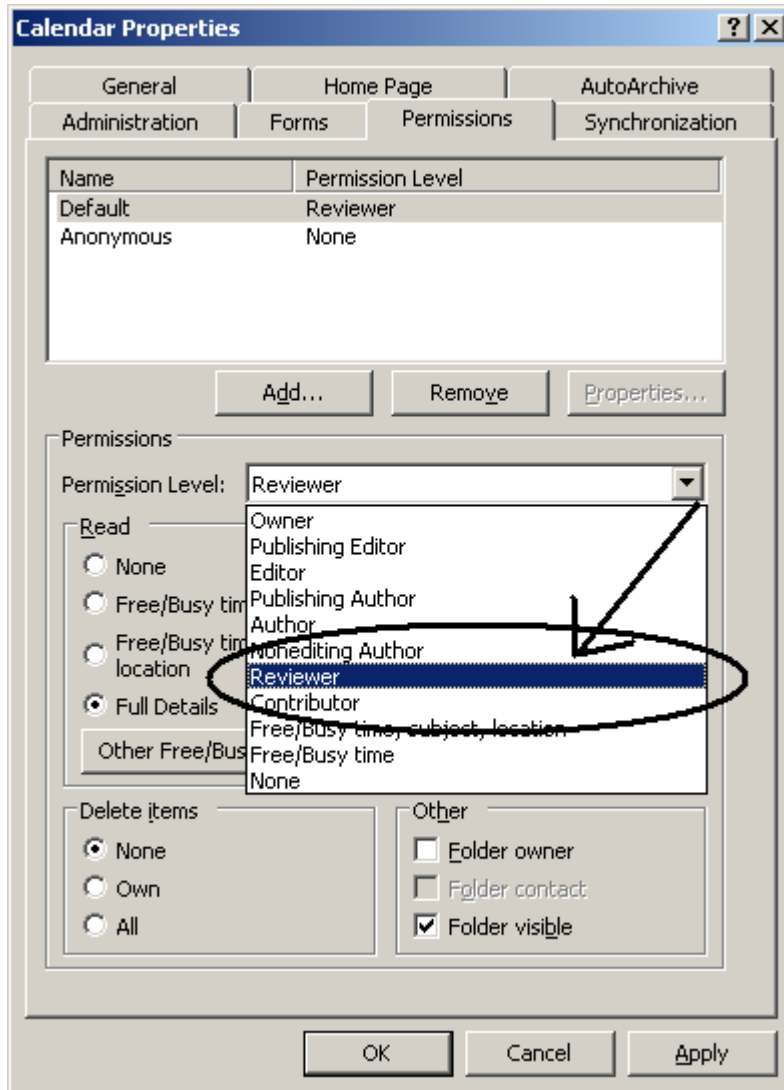
5. **Calendar Properties** dialog box will open with the **Permissions** tab displayed.



6. Click **Default**. (Do not, for any reason, delete this entry. Deleting it will cause errors.)



7. From the **Permission Level** drop-down list, select reviewer. **Reviewer - everyone can open your calendar and see the details of the items on your calendar, but can't add, delete, or change anything.**



8. Click **OK**.



**Everyone will now be able to view your calendar.**

If these instructions do not work for you, please contact the KETS Service Desk at 502-564-2020 or via email at [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov).